



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

Notice to Prospective Bidders

October 26, 2012

You are invited to review and respond to this Invitation for Bid (IFB), entitled DRR12032, "Environmental Laboratory and Sampling Services (FY 2012/2014)". In submitting your bid, you must comply with the instructions herein.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions, Special Terms and Conditions and Contractor Certification Clauses which are referenced in Section II of this package. If you do not have Internet access, a hard copy can be provided by contacting the person listed below.

In the opinion of the Department of Resources Recycling & Recovery (CalRecycle) this IFB is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this IFB is:

Wendy Roberson
contracts@calrecycle.ca.gov
Phone: 916.341.6120
Fax: 916.319.7518

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum.

Wendy Roberson
Contract Administrator

Table of Contents

Section 1	Overview.....	1
	General Information.....	1
	CalRecycle Contact Information.....	1
	Service Needed	1
	Contract Budget	1
	Payment Withhold	1
	Liquidated Damages	1
	Contract Term	1
	Process Type	1
	Process Schedule.....	1
Section II	Rules and Conditions	2
	Introduction.....	2
	Commitment	2
	Antitrust Claims	2
	Contractor's Cost	2
	Information	2
	Written Questions	2
	Addenda	3
	Modification of Submittals	3
	Errors in Submittals	3
	Unreliable List	3
	Negotiating State Contracts	3
	Electronic Waste Recycling.....	3
	Use Tax	3
	Small Business (SB) Preference	3
	Disabled Veterans Business Enterprise (DVBE) Preference.....	4
	Enterprise Zone Act (EZA).....	5
	Target Area Contract Preference Act (TACPA).....	5
	Local Agency Military Base Recovery Act (LAMBRA)	5
	Maximum Combined Preferences and Rules for Award	5
	Subcontractors.....	5
Section III	Bid Submittal Requirements	7
	Introduction.....	7
	Deadline	7
	Addressing	7
	Number of Copies	7
	Document Printing	7
	Cover Letter	7
	Qualifications and Resources.....	7
	Organization.....	8
	References	8
	Contractor Eligibility	8
	Qualification/Licenses	8

Teleconference Participation	8
Cost Breakdown.....	8
Travel and Per Diem	9
Section IV Evaluation and Selection	10
Introduction.....	10
Grounds for Rejection.....	10
Bid Opening	10
Award of Agreement.....	10
Rejection of Award	10
Bidder Notifications.....	10
Notice of Intent to Award	10
Protest of Award	11
Section V Description of Work.....	12
Work to be Performed.....	12
Tasks	12
1. Environmental Testing Criteria.....	12
Turnaround Times.....	15
Cost Estimates.....	16
Control of Work.....	16
Section VI Definition and Terms.....	17
Attachments	19
<i>BID SHEET</i>.....	20
Darfur Contracting Act	24
Recycled-Content Certification	25
Bid Completion Checklist.....	27
Contractor Status Form	28
Client References	29
Bidder's Conference Participation.....	30

Section 1 Overview

General Information

The Department of Resources Recycling & Recovery (CalRecycle) promotes a zero waste California in partnership with local government, industry, and the public. This means managing the estimated 76 million tons of waste generated each year by reducing waste whenever possible, promoting the management of all materials to their highest and best use, and protecting public health and safety and the environment.

CalRecycle Contact Information

Department of Resources Recycling & Recovery

Physical Address: 1001 I Street,
Sacramento, CA 95814
CalRecycle Contracts Unit, MS-19A

Mailing Address: PO Box 4025,
Sacramento, CA 95812-4025
Attn: Contracts Unit, MS-19A

Phone: (916) 341-6120

FAX: (916) 319-7518

EMAIL: contracts@calrecycle.ca.gov

Any documents delivered in person must be received in the Visitor's & Environmental Service Center located in the lobby of the CalEPA Headquarters Building at 1001 I Street, Sacramento, CA 95814.

Service Needed

The purpose of the laboratory services contract is to provide CalRecycle with diversified environmental sampling and analysis capabilities and ability to provide specialized technical support to Local Enforcement Agencies (LEA's).

Contract Budget

Subject to availability of funds and approval, there is a current maximum budget of \$150,000 (one hundred fifty thousand dollars). CalRecycle reserves the right to amend the budget for this Agreement as needs arise.

Payment Withhold

The provisions for payment under this contract will be subject to a ten percent (10%) withholding per task. The withheld payment amount will be included in the final payment to the contractor and will only be released when all required work has been completed to the satisfaction of CalRecycle.

Liquidated Damages

The selected Contractor, to receive award of this agreement, will be subject to liquidated damages if required deliverables (i.e., reports) are not submitted by the due date(s) outlined in the Scope of Work. See Section II, Commitment, *Special Terms and Conditions* for additional information..

Contract Term

The term of this Agreement will span approximately 24 months and is expected to begin in January 2013. CalRecycle reserves the right to amend the term of this Agreement as needs arise.

Process Type

Invitation for Bid (IFB).

Process Schedule

This process will be conducted according to the following tentative schedule where all times are Pacific Time

Advertisement Date	October 26, 2012
Bidder's Conference	November 8, 2012
Written Questions Due by 5:00 pm	November 16, 2012
Submittal's Due by 2:00 pm	November 30, 2012
Bid Opening at 2:15 pm	November 30, 2012

Section II Rules and Conditions

Introduction

There are conditions that this IFB, submitting Bidders, bids and resulting Agreements are subject to and/or required to comply with.

Commitment

Upon submittal of a Bid, the Contractor has committed to comply with the following requirements:

- All items noted in IFB documents
- Special Terms and Conditions available for viewing at www.calrecycle.ca.gov/Contracts/Forms/SpeTermsCond.pdf
- General Terms and Conditions (GTCs) available for viewing at www.ols.dgs.ca.gov/Standard+Language.
- Contractor Certification Clauses (CCCs) available for viewing at www.ols.dgs.ca.gov/Standard+Language.

If the Bidder fails to meet any of the requirements or comply with CalRecycle requests, CalRecycle can reject, disqualify, or remove the firm from the process. CalRecycle is not committed to award an Agreement resulting from this IFB.

Antitrust Claims

In submitting a Bid Package to a public purchasing body, the Bidder offers and agrees that if the Bid Package is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the Bid Package. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder. (See Government Code Section 4552.)

If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the Bid Package price, less the expenses incurred in obtaining that portion of the recovery. (See Government Code Section 4553.)

Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. (See Government Code Section 4554.)

Contractor's Cost

All costs resulting from the contractor's participation in the IFB process are at the firm's expense. No costs incurred by the contractor participating in the IFB process will be reimbursed by CalRecycle.

Information

All information obtained or produced during the course of the Agreement will be made available to CalRecycle.

Any information that qualifies as confidential or a trade secret(s) under the Public Records Act (PRA) or the Public Contract Code (PCC) and is thus exempt from disclosure under those statutes must so be marked by the Bidder prior to submission to CalRecycle. Any claims of confidentiality or trade secret(s) except as to information that qualifies as such under the PRA or PCC may result in disqualification.

CalRecycle will hold information deemed confidential or trade secret(s) by the Bidder to the extent allowable by the California Public Records Act and the Public Contract Code.

Written Questions

Bidders needing clarification of the requirements of this solicitation may submit questions to CalRecycle's Contracts Unit. All inquiries must be received no later than 5:00 pm on November 8, 2012, regardless of postmark. If the inquiries are faxed, then the time and dated on the fax must not be later than the due date and time.

Questions, suggestions or objections regarding the content of this solicitation, including but not limited to the purpose, scope of work, etc., not submitted by the deadline for questions shall be deemed waived and may not be raised at a later time.

Oral communications with CalRecycle officers and employees shall be non-binding on the State and shall in no way exclude the Bidder of any obligations as set forth in this package.

All questions or inquiries regarding this solicitation shall be submitted using the contact information provided in Section I.

E-mails and/or faxes should be clearly marked "**Questions Relating to SOLICITATION DRR12032**"

The questions and answers will be published in an Addendum to the IFB (see below, Addenda).

Addenda

CalRecycle reserves the right to amend, alter, or change the rules and conditions of this IFB.

Any ambiguity, conflict, discrepancy, omission, or other error discovered in the IFB should immediately be reported to CalRecycle prior to the deadline for submission of written questions. CalRecycle will issue addenda to address such issues. Addenda will be available on CalRecycle webpage for this particular solicitation at www.calrecycle.ca.gov/contracts.

Modification of Submittals

A Bid submitted prior to the submittal deadline, can be withdrawn or modified by the submitting Bidder. The Bidder must:

- Provide a written request
- Identify the requesting individual and their association to the Bidder

A Bid cannot be withdrawn for modification after the submittal deadline has passed.

Errors in Submittals

An error in a Bid package may be cause for rejection of that Bid.

CalRecycle may make certain corrections, if the Bidder's intent is clearly established based on review of the complete Bid.

Unreliable List

Any contractor or subcontractor currently of CalRecycle Unreliable list is ineligible to apply for or participate in this contract.

Negotiating State Contracts

This solicitation and any resulting contract or amendments are subject to the conditions set forth in PCC 6611.

If any of the conditions identified in PCC 6611 exist, the Department of General Services may perform contract negotiations, if it is determined to be in the best interest of the State.

Electronic Waste Recycling

If the Contractor or any subcontractors participate in activities that result in the disposition of electronic components, they will comply with the provisions of PRC Chapter 8.5.

Use Tax

If, during the course of the agreement, the Contractor will be involved in the re-sale of goods to the State, they must comply with the requirements of Section 6452.1, 6487, 6487.3, 7101, and 18510 of the Revenue and Taxation Code, in addition to Section 10295.1 of the Public Contract Code.

Small Business (SB) Preference

The following information shall apply to both SBs and MBs.

Any Bidder competing in this process as a California Certified Small Business (SB) or Micro Business (MB), or as a non-SB certifying to subcontract a minimum of 25% of the total contract services to a California Certified SB or MB, will receive a five percent (5%) preference. Certification must be provided by the Department of General Services

(DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS). CalRecycle will apply the preference per State law and as described on the DGS website at <http://www.pd.dgs.ca.gov/smbus/sbpref.htm>.

A five percent (5%) bid preference is available to a non-small business claiming twenty-five percent (25%) California certified small business subcontractor participation. If claiming the non-small business subcontractor preference, the bid response must include a list of the small business(es) with which you commit to subcontract in an amount of at least twenty-five percent (25%) of the net bid price with one of more California certified small businesses. Each listed certified small business must perform a "commercially useful function" in the performance of the contract as defined in Government Code Section 14837(d)(4).

The required list of California certified small business subcontracts must be attached to the bid response and must include the following: 1) subcontractor name, 2) address, 3) phone number, 4) a description of the work to be performed and/or products supplied, 5) and the dollar amount or percentage of the net bid price (as specified in the solicitation) per subcontractor. Use the SB/DVBE participation form to report this information.

Bidders claiming the five percent (5%) preference must commit to subcontract at least twenty-five percent (25%) of the net bid price with one or more California certified small businesses. Completed certification applications and required support documents must be submitted to the office of Small Business and DVBE Certification (OSDC) no later than 5:00 p.m. on the bid due date, and the OSDC must be able to approve the application as submitted. Questions regarding certification should be directed to the OSDC at (916) 375-4940. In no event shall the SB preference or non-SB subcontracting preference exceed \$50,000 in any single bid.

The incentive is applied during the evaluation process and is only applied for responsive bids from responsible bidders proposing the percentage of SB participation for the incentive specified above. The SB preference will be applied when a responsible bidder that is not a CA certified SB or a non-SB claiming 25% CA certified SB subcontractor participation submits the lowest responsive bid.

For award based on low price, the incentive is applied by reducing the bid price by the amount of incentive as computed from the lowest responsive and responsible bid price. The computation is for evaluation purposes only. Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the Bidder's SB certification should be included with the Bid Package.

Disabled Veterans Business Enterprise (DVBE) Preference

Any Bidder competing in this process as a California Certified Disabled Veterans Business Enterprise, or as a non-DVBE certifying to subcontract a minimum of 3% of the total contract services to a California Certified DVBE, will receive a preference as shown below:

1. Five (5%) and above participation level = bid will receive five percent (5%) preference.
2. Four (4%) participation level = bid will receive two percent (3%) preference.
3. Three (3%) participation level = bid will receive one percent (1%) preference.

Certification must be provided by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

A five percent (3-5%) bid preference is available to a non-DVBE claiming a minimum of three percent (3%) California certified DVBE subcontractor participation. If claiming the non-DVBE subcontractor preference, the bid response must include a list of the DVBE(s) with which you commit to subcontract in an amount of at least three percent (3%) of the net bid price with one of more California certified DVBEs. Each listed certified DVBE must perform a "commercially useful function" in the performance of the contract as defined in Government Code Section 14837(d)(4).

The required list of California certified DVBE subcontracts must be attached to the bid response and must include the following: 1) subcontractor name, 2) address, 3) phone number, 4) a description of the work to be performed and/or products supplied, 5) and the dollar amount or percentage of the net bid price (as specified in the solicitation) per subcontractor. Use the SB/DVBE participation form to report this information.

Bidders claiming a preference must commit to subcontract at least three percent (3%) of the net bid price with one or more California certified DVBEs. Completed certification applications and required support documents must be submitted to the office of Small Business and DVBE Certification (OSDC) no later than 5:00 p.m. on the bid due date,

and the OSDC must be able to approve the application as submitted. Questions regarding certification should be directed to the OSDC at (916) 375-4940.

The incentive is applied during the evaluation process and is only applied for responsive bids from responsible bidders proposing the percentage(s) of DVBE participation for the incentive(s) specified above.

For award based on low price, the incentive is applied by reducing the bid price by the amount of incentive as computed from the lowest responsive and responsible bid price. The computation is for evaluation purposes only. Application of the incentive shall not displace an award to a small business with a non-small business.

A copy of the Bidder's DVBE certification should be included with the Bid Package.
For information on locating DVBE resources please go to the following website
<http://www.pd.dgs.ca.gov/Publications/resource.htm>.

A copy of the Bidder's DVBE certification should be included with the Bid Package

Enterprise Zone Act (EZA)

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle will grant a preference for EZA qualified Bidders.

The Bidder must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the EZA.

If the Bidder is qualified for this preference, the EZA Preference Request Form must be included in the Bid submittal.

The form may be downloaded at www.CalRecycle.ca.gov/contracts/forms.

Target Area Contract Preference Act (TACPA)

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle will grant a preference for TACPA qualified Bidders.

The Bidder must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the TACPA.

If the Bidder is qualified for this preference, the TACPA Preference Request Form must be included in the Bid submittal.

The form may be downloaded at www.CalRecycle.ca.gov/contracts/forms.

Local Agency Military Base Recovery Act (LAMBRA)

If the budget for services outlined in this announcement, exceeds \$100,000, CalRecycle will grant a preference for LAMBRA qualified Bidders.

The Bidder must provide reasonable demonstration of contract labor hours and certify that they will comply with the requirements of the LAMBRA.

If the Bidder is qualified for this preference, the LAMBRA Preference Request Form must be included in the Bid submittal.

The form may be downloaded at www.calrecycle.ca.gov/contracts/forms.

Maximum Combined Preferences and Rules for Award

In combination with any other preferences (TACPA, EZA, LAMBRA, SB, DVBE, participation, etc), the maximum limit of the combined preferences is 15% of the bid amount and, in no case, more than \$100,000.00 per solicitation.

Preference programs for TACPA, EZA, LAMBRA, or the non-SB subcontracting preference cannot displace a direct award to a certified SB. In the event of a tie between a SB/MB and a firm that is SB/MB and DVBE, the award shall be made to the firm that is SB/MB and DVBE.

Subcontractors

All subcontractors identified in the Bid, must be experts in their respective disciplines and capable of performing the tasks for which they are hired.

If awarded the agreement, the contractor **must** use all of the SB/MB and Disabled Veteran Business Enterprise firms identified on the Small Business/DVBE Participation Summary.

Contractor understands and agrees that, because award of this contract is based in part on its commitment to use the DVBE subcontractors identified in its bid or offer, per Military and Veterans Code (M&VC) § 999.5(e), a DVBE subcontractor may only be replaced by another DVBE subcontractor and must be approved by the Department of General Services (DGS). Changes to the scope of work that impact the DVBE subcontractor(s) identified in the bid or offer and approved DVBE substitutions will be documented by contract amendment.

Failure of Contractor to seek substitution and adhere to the DVBE participation level identified in the bid or offer may be cause for contract termination, recover of damages under rights and remedies due to the State, and penalties as outlined in M&VC § 999.9; Public Contract Code (PCC) § 10115.10, or PCC § 4110 (applies to public works only).

CalRecycle reserves the right to approve substitutions of subcontractors, as long as, certified business participation levels remain unchanged.

Contractor must, within 60 days of receiving final payment under this agreement, or within such other time period as may be specified elsewhere in this agreement) certify in a report to CalRecycle: (1) the total amount the prime contractor received under the contract; (2) the name and address of the DVBE(s) that participated in the performance of the contract; (3) the amount each DVBE received from the prime contractor; (4) that all payments under the contract have been made to the DVBE(s); and (5) the actual percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Military & Veterans Code § 999.5(d))

Section III Bid Submittal Requirements

Introduction

Failure to follow the instructions contained in this document may be grounds for rejection of a Bid.

CalRecycle may reject any Bid if it is conditional, incomplete or contains irregularities.

CalRecycle may waive an immaterial deviation in a Bid, if deemed in the best interest of CalRecycle.

Deadline

The Bid package must be received by CalRecycle, at the address listed in Section I, Overview by 2:00 p.m. on November 30, 2012.

Bids received after the deadline, will be considered late and returned to the Bidder unopened.

Addressing

The Bid package must clearly state that it is in response to this IFB and note the IFB number listed with the direction of "Mailroom – do not open."

Number of Copies

The Bidder is required to submit all required documents in the following format:

- One original, non-bound hard copy marked "Original" (do not include bid sheet in this copy)
- One electronic copy on disc or compact disc viewable by Adobe Acrobat Reader. (do not include bid sheet in this copy)
- One complete, signed bid sheet in a sealed envelope marked "Bid – Do Not Open".

It is the submitting Bidder's responsibility to ensure that the electronic copy is formatted in Adobe Acrobat Reader and viewable by CalRecycle.

Document Printing

All documents must be submitted double-sided on paper with a minimum of 100% post-consumer recycled content fiber.

Cover Letter

The cover letter shall be signed by an individual who is authorized to bind the Bidder and shall indicate that person's title or position. The cover letter must be on the Bidder's company letterhead and contain the following information:

- a. Name and address of the Bidder submitting qualifications;
- b. Bidder's Headquarters for purposes of this agreement, if awarded;
- c. Name, telephone number, and e-mail address of a person who can be contacted if further information is required;
- d. Name, title, address, telephone number, and e-mail address of individual(s) with authority to negotiate and execute a binding Agreement on behalf of the Bidder;
- e. Statement that personnel who will provide services under the agreement will have the required certifications and that bidder will have qualified personnel available to meet the service needs; and
- f. Statement attesting to the fact of the percentage of post consumer recycled content fiber paper used in the compilation of the CBS package.
- g. Statement stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286.

Qualifications and Resources

The prospective contractor must have the experience, qualifications, and resources to perform the required tasks of the project.

Each Bid must include a description of the resources to be used on the project while demonstrating an individual or team members' abilities to perform the work. The Bid must include resumes for the Project Manager, Personnel and Subcontractors, that include:

- Experience
- Knowledge
- Educational Background
- Appropriate licensing
- Tasks to be performed and number of hours

Organization

Provide a brief description of the organization's services and activities, including:

- Date of establishment
- History
- Location
- Any known conflicts of interest

References

The Bidder's team must provide a minimum of three (3) verifiable references and/or experience that support the above qualifications.

CalRecycle reserves the right to seek references in addition to the client references provided by the Bidder, as it deems necessary.

If a reference or project experience is unable to be verified, it will be disregarded.

Contractor Eligibility

The Bidder must include a written declaration, stating that the Contractor and any Subcontractors to be used during the performance of the contract are eligible to contract with the State of California, pursuant to PCC 10286.1. Statement may be included in the cover letter.

Qualification/Licenses

The Contractor shall be an individual or firm qualified to do business in California. Required documentation includes the following as applicable:

- A copy of the Bidder's registration with the Secretary of State.
- Additionally, pursuant to the California Business and Professions Code, for services of a "professional" nature requiring a professional license issued by the CA Department of Consumer Affairs, Bidders must submit a copy of the appropriate license(s) for each team member who will provide "professional" services under the contract.

Teleconference Participation

If the Bidder wishes to participate in the Teleconference noted in Section I, Schedule, the Teleconference Participation Form must be included with the bid package submittal.

Failure to provide the participation form by the deadline will result in the Bidder being prohibited from participation.

Cost Breakdown

The cost Bid must specify the total cost and include detailed project costs, as required in the Cost Bid Sheet. The winning Bidder's invoices must be itemized as shown in the submitted cost sheet.

The subcontractor commitments must be identified, by task and dollar amount, and included in the task by task cost Bid submittal.

The costs identified, should take into consideration the length of the contract, rise in salaries and administrative overhead costs.

If fringe benefits and/or overhead are not specifically itemized in the Cost Bid Sheet and if the Bidder inserts a \$0, Bidder must explain on the Cost Bid Sheet why these line items are not itemized. A blank space for either fringe benefits or overhead will be grounds for immediate disqualification.

Failure to include on the Cost Bid Sheet budgeted costs for all tasks included in the Scope of Work will be grounds for disqualification.

The cost Bid sheet is a self-contained document for purposes of calculating cost points and evaluating whether all information required by the IFB has been submitted. Therefore, all information (such as explanations of \$0 instead of itemized costs) must be included on the cost Bid sheet. Reference by incorporation to the Bid is not acceptable.

The amount identified on the cost breakdown may not be changed and will remain in effect for the life of the agreement.

Travel and Per Diem

Lodging, food, and incidental expenses on trips in support of services will be reimbursed at the following State per diem rates per 24 hour day for the length of the contract. All travel will be reimbursed at the excluded employee travel rates in accordance with the California Code of Regulations Title 2, Division 1, Chapter 3, Subchapter 1, Article 2, Section 599.615.1 et seq.. Per diem (lodging, meals and incidentals) will not be reimbursed for travel within 50 miles of Contractor's headquarters.

- Lodging (receipts required) per day–
 - Most locations up to a maximum of \$84 plus tax
 - Counties of Los Angeles and San Diego up to a maximum of \$110 plus tax
 - Counties of Alameda, San Francisco, San Mateo and Santa Clara up to a maximum of \$140 plus tax
- Meals (breakfast, lunch and dinner) – up to a maximum of \$34 per day
- Incidentals – up to a maximum of \$6 per day.
- Coach airfare, mid-size/economy rental cars, and fuel – actual costs verified by bills or receipts. First Class or Business Class air travel is not allowed.

Section IV Evaluation and Selection

Introduction

CalRecycle will perform a Pre-Qualification Evaluation process to ensure that the Bidder has included all required documentation in the Bid submittal. The bid sheet must be in a separate sealed envelope marked "Bid – Do Not Open".

If a Bid package does not meet all of the requirements set forth in this IFB, it will be considered non-responsive and rejected from further competition.

Grounds for Rejection

All bids may be rejected whenever the determination is made that the bids received are not really competitive, when the cost is not reasonable, or when the cost exceeds the amount expected.

Additionally, a bid may be rejected if:

- It is received after the due date and time for submittal
- The bid submittal is unsigned
- The bid cost is not prepared as required by the IFB
- The Bidder has been prohibited from contracting with the State by the Department of Fair Employment and Housing
- The Bidder has received a substantive negative contract performance from the State
- Any items required by the IFB are not included with the submittal

No bid may be rejected arbitrarily or without reasonable cause.

Bid Opening

The qualified bids (sealed) will be opened publicly at the time set in Section I, Schedule.

Award of Agreement

Award of this Agreement will be to the lowest responsive responsible Bidder meeting all of the IFB requirements after preferences are applied as indicated in Section II Rules and Conditions.

In the event of a tie, CalRecycle shall utilize a tie breaker to determine the winning Bidder. The tie breaker will be determined based on which bidder has the most SB and DVBE participation identified in the bid package.

CalRecycle reserves the right to not award an Agreement.

Rejection of Award

If the Bidder fails to enter into a satisfactory Agreement within a reasonable timeframe after the award is made, CalRecycle may deem that the Bidder has rejected the award.

CalRecycle reserves the right to disqualify the awardee and award the Agreement to the next lowest responsive responsible Bidder.

CalRecycle will notify the rejected lowest responsive Bidder, at least five (5) days prior to the award being made, of the decision not to award the agreement.

Bidder Notifications

CalRecycle will notify all Bidders of the outcome of their Bid submittals, prior to the award of the contract.

Notice of Intent to Award

CalRecycle will post a notice of intent to award the agreement resulting from this IFB, only upon written request of any Bidder.

The request must be submitted to the contact contained in Section I, Overview.

If requested, the notice of intent to award will be posted on CalRecycle's contract website at www.calrecycle.ca.gov/contracts and at the headquarters address noted in Section I, Overview five days prior to award of the contract.

Protest of Award

A Bidder may protest the proposed award by filing an official protest with the Department of General Services. The protest must be filed after the notice of intent to award the contract, but before the actual award.

Within five (5) **working** days of the initial protest filing, the Bidder must submit a detailed written statement with information that supports that the Bidder would have been awarded the contract and the grounds for that position.

The Agreement will not be awarded until a decision has been made on the filed protest.

The protest documents should be sent via registered mail to the following parties:

Department of General Services
Office of Legal Services
Attn; Protest Coordinator
707 Third Street, 7th floor
Sacramento, CA 95605
Fax (916) 376-5088

Department of Resources Recycling & Recovery
Attn; Contracts Unit
1001 I Street, MS-19A
Sacramento, CA 95814
Fax (916) 319-7582
Email contracts@calrecycle.ca.gov

Section V Description of Work

Work to be Performed

CalRecycle, Local Enforcement Agencies (LEA) and/or authorized contract personnel will collect laboratory field samples in appropriate containers and with the necessary preservatives as required by the analytical methods to be used for the analysis. The types of samples submitted may include bulk material samples (soil, compost, ash, tar), gas bag and solid container samples, filter samples, chemical adsorbent tubes, and other vapor, gas or aerosol collecting media. Applicable sampling and analytical methodologies, along with the necessary sampling equipment shall be discussed with the contractor prior to sample collection.

The contractor shall supply and arrange for delivery of all sample containers and equipment required. The contractor shall pick up or arrange for delivery of the samples and analyze the samples as directed or authorized by CalRecycle and report the results in accordance with the turnaround time requirement of this agreement.

Qualifications

The prospective contractor must have the experience, qualifications and resources to perform the work required by this Scope of Work.

The laboratory must also meet the following criteria:

1. The laboratory must be located within California.
2. The laboratory must comply with the Environmental Testing Criteria.
3. The laboratory must be accredited by the Department of Health Services through its Environmental Laboratory Accreditation Program (ELAP). The laboratory must be certified to conduct those analyses that are certifiable under the program. If the primary contractor is not certified for a particular analysis, the contractor must possess the ability to subcontract the analysis to another certified laboratory without acquiring additional costs related to the analyses, including additional shipping and processing costs. The laboratory will submit a copy of their ELAP accreditation to CalRecycle's contract administrator prior to the award of the contract.
4. In order to serve projects in both northern and southern California, the contractor must be able to arrange overnight delivery or same-day pick up anywhere in the state without acquiring additional costs related to the analyses, including but not limited to additional shipping and processing costs.

Tasks

1. Environmental Testing Criteria
The comprehensive laboratory services contract includes but may not be limited to the following environmental test methods on liquids (water, wastewater, leachate, and gas condensate), solids (soil, burn ash, incinerator ash, compost, sludge, plant materials, paper, plastics, etc.), and/or gases (landfill gas, soil gas, emissions, ambient air, flue gas, etc.) :
 - a. Methods to detect the presence of microorganisms including total coliform, fecal coliform or Escherichia coli (E. coli) in water, wastewater, sludge, or compost.
 - b. Methods to determine the presence of inorganic substances and physical properties of water including toxic chemical elements using colorimetric, gravimetric, titrimetric, electrometric, or ion chromatographic techniques and include the following: alkalinity; toxicity; calcium; chloride; corrosivity; fluoride; hardness; magnesium; nitrate; nitrite; sodium; sulfate; total filterable residue and conductivity; iron; manganese; orthophosphate; silica; cyanide.
 - c. Methods to detect the presence of inorganic substances, nutrients, physical or chemical demands, or physical properties in the determination of wastewater, leachate and gas condensate quality including but not limited to acidity, alkalinity, biological oxygen demand, chemical oxygen demand, pH, total dissolved solids, turbidity, hardness, conductance, etc.
 - d. Methods to determine the presence of trace metals or asbestos in determining water quality using atomic absorption, inductively coupled plasma, inductively coupled plasma/mass spectrophotometer, or

an electron microscope device (e.g., arsenic, barium, cadmium, total chromium, copper, iron, lead, manganese, mercury, selenium, silver, zinc, asbestos, EPA 200.7 and 200.8, etc.).

- e. Methods to detect the presence of trace organic compounds in determining water quality requiring and not requiring the use of a gas chromatograph/mass spectrophotometer device (e.g. EPA Methods 501.3, 524.2, 525 and 513, 503.1, 502.2, etc.).
- f. Methods to detect the presence of trace organics in wastewater, leachate and gas condensate including but not limited to the following: EPA 624, 625, 1613, 1625, 601, 602, 603, 604, etc.).
- g. Methods to detect the presence of radioactive substances in water, wastewater, or solid waste.
- h. Aquatic bioassay methods to detect the presence of toxins in the determination of wastewater quality or in hazardous wastes.
- i. Analyses to determine the physical properties of hazardous and solid wastes including: ignitability by flashpoint determination; corrosivity by pH determination; corrosivity by corrosivity towards steel; and reactivity. EPA 9040, 9045, and 9050, etc.
- j. Analyses to determine the presence of inorganic substances in solid waste or hazardous waste samples including EPA 6010, 6020, and 7000 series, etc.
- k. Methods to prepare waste samples for further testing including: California waste extraction test (WET); extraction procedure toxicity (EP TOX); toxicity characteristic leaching procedure (TCLP).
- l. Analyses to determine the presence of trace organics in solid and hazardous waste samples including: EPA 3500, 5000, 8000, 8100, and 8200 series, etc.
- m. Method to detect the presence of asbestos for complying with GC Section 66261.249 m 2 A using polarized light microscopy.
- n. Methods for determining the concentrations of fixed gases (carbon dioxide, methane, oxygen, nitrogen, hydrogen sulfide, etc.) Individually or in bank in a gas sample (landfill gas, soil gas, ambient air, flue gas samples, etc.) using gas chromatography.
- o. Methods for detecting the presence of organic compounds (e.g. benzene, vinyl chloride, trichloroethylene, total hydrocarbons, etc.) in gas samples individually or in bank, using gas chromatography or gas chromatography/ mass spectrophotometry including EPA TO-14 Analysis with low detection limits for vinyl chloride.
- p. Methods of analysis for constituents in accordance with EPA 413.2, 415.2, 502.1, 503.1, 524.1, 613, 624, 625, etc.)
- q. Methods for determining gas quality for the purpose of combustion efficiency including moisture content, energy capacity (BTUH/SCF), explosivity and ignitability.
- r. Methods for isotopic differentiation and carbon C-14 dating.
- s. The contract laboratory may be required to perform other tests as needed and additional work not normally included on the tasks listed above (e.g. field sampling, experimental design, statistical analysis, review and evaluation of analytical data, etc.) without introducing additional overhead costs resulting from using subcontractors, including shipping and handling costs.

2. Industrial Hygiene Laboratory Criteria

- a. The laboratory must be accredited under the Laboratory Accreditation Program of the American Industrial Hygiene Association and continue to participate in the National Institute for Occupational Safety and Health (NIOSH) Proficiency Analytical Testing (PAT) Program.
- b. The laboratory must be accredited to analyze all PAT materials including: lead, cadmium, chromium, zinc, asbestos, silica, and organic solvents (carbon tetrachloride, benzene, vinyl

chloride, trichloroethylene, p-dioxane, toluene, chloroform, 1,2 dichloroethane, methylene chloride, methyl chloride, methyl ethyl ketone, and o-xylene).

- c. The laboratory must have the instrumentation necessary to perform the following analytical methods: Atomic Absorption Spectroscopy; Graphite Furnace; Colorimetry; Gas Chromatography/Flame Ionization Detector; Gas Chromatography/Electron Capture Detector; Gas Chromatography/Nitrogen Phosphorous Detector; Gas Chromatography/Mass Spectroscopy; Gravimetric; High Pressure Liquid Chromatography; Ion Chromatography; Particle Count with Light Microscopy; Phase Contrast Microscopy; Ultraviolet Spectroscopy.
- d. The precision, accuracy, and sensitivity of analytical methods used at least equal to those specified by NIOSH methods.

3. Subcontract Administration

Any subcontracted analysis on a routine basis (i.e., the inability of the primary contractor to perform routine analyses in-house); the subcontractor must meet the specifications for accreditation (items 1 and 2), Quality Assurance Program (item 4), and turnaround times (item 5). There must be adequate sample custody procedures on the part of both the primary contractor and the subcontractor. The following must be included in the bid if the subcontractor will be used routinely:

- a. Identification of analyses to be subcontract;
- b. Identification of subcontracting laboratory;
- c. Outline of quality assurance procedures used by the subcontractor; and
- d. Outline of quality assurance controls for sample and/or extract transportation.

4. Quality Assurance

The laboratory must have in effect and submit to CalRecycle's Contract Manager a quality assurance program, which at the minimum, consists of the elements listed below:

- a. Specifications of responsibilities of personnel;
- b. Chain of custody procedures; and
- c. The following data feedback and review procedures:
 - i. computation rechecks
 - ii. assessment of systematic errors and methods of correction
 - sample spikes by sample matrix
 - reagent blanks
 - method blanks
 - iii. assessment of precision and accuracy
 - sample replication by sample matrix
 - determination of warning and control limits
 - procedures for re-analysis
 - quarterly external audits
 - iv. records maintained for at least five years from the time of completion of the analysis
 - v. regular and appropriate equipment calibration and maintenance
 - vi. chemical inventory control
 - vii. personnel training and evaluation

5. Sampling Equipment

The contract laboratory will be required to provide sampling media and collection devices, including but not limited to glass soil sample jars, brass/stainless steel sample tubes and end caps, amber jars, VOA's, summa canisters, critical flow orifices, tedlar bags, fibers, sorbent tubes, air pumps, timing devices, impinger solutions, and impingers. Sampling labels, sampling tags, chain-of-custody seals, chain-of-custody forms and both hard and electronic copies of analytical result tables shall also be provided. All costs associated with the additional sampling equipment must be included in the test unit price. No charges shall be applied to unused or defective equipment.

6. Equipment and Sample Shipment

The contract laboratory shall provide pick-up and shipment of media and samples to and from CalRecycle or CalRecycle's project sites throughout California for analysis at no additional cost for regular, urgent or top priority analyses Cost Estimates

Cost estimates for analyses requested shall be transmitted to CalRecycle contract coordinator within one business day upon receipt of the sampling/analysis request.

7. Payment Requests

Payment request accompanied by a detailed cost breakdown for analyses performed shall be submitted to CalRecycle accounts payable staff after the receipt date of the final analyses report.

8. Quarterly Financial Report

The contractor will provide CalRecycle contract coordinator with a detailed quarterly financial report disclosing all expenditures acquired on CalRecycle's behalf under this contract.

Turnaround Times

All samples must be analyzed in a timely manner so as to maintain the required quality of analytical results.

Similarly, analytic results must be submitted to CalRecycle within a reasonable time.

1. Sample Turnaround Time.

The sample turnaround time is the time elapsed between the receipt of the sample by the contractor and the analysis of the sample. The sample turnaround time shall be within the limits defined by the specific methodology used. CalRecycle staff may require a specific turnaround time different from what is defined by the chosen methodology, as dictated by the purpose of the analysis. No payment will be made for analysis of samples if the agreed upon sample turnaround time is exceeded, so as to compromise the sample integrity or timeliness of the results, as determined by CalRecycle staff.

2. Report Turnaround Time.

Laboratory must be capable of supplying CalRecycle with reports of analysis within the turnaround times as follows:

Routine Priority: seven (7) business days from sample receipt date results to be facsimile, 10 working days for final written report.

Urgent Priority: two (2) business days from date of sample receipt for facsimiled results, full written report to follow as soon as possible, but no later than seven (7) business days.

Top Priority: 24 hours from date sample receipt for facsimiled results, full written report to follow as soon as possible, but no later than five (5) business days.

Cost Estimates

Cost estimates for analyses requested shall be transmitted to CalRecycle contract coordinator within one business day upon receipt of the sampling/analysis request.

Control of Work

1. CalRecycle Contract Manager has the authority to determine the quality and acceptability of the following:
 - Work to be performed
 - Rate and progress of the work
 - Fulfillment of the services provided by the Contractor
 - Compensation for services provided by the Contractor

These decisions will be deemed final and enforceable by CalRecycle Contract Manager when the Contractor fails to complete orders required by this Agreement.

2. The Contractor will designate a Project Manager who holds the following authority:
 - Act as the Contractor's Representative for work to be provided under this Agreement
 - Act as the Contractor's Representative regarding contractual matters relating to this Agreement

If during the course of the Agreement, it is deemed necessary to replace the Project Manager, CalRecycle Contract Manager approval is required.

Section VI Definition and Terms

General

Unless the context otherwise requires, wherever in this IFB or addenda, the following abbreviations and terms, or pronouns in place of them, are used, the intent and meaning shall be interpreted as provided in this Section.

Working titles having a masculine gender, such as "draftsman" and "journeyman" and the pronoun "he", are utilized in these provisions for the sake of brevity, and are intended to refer to persons of either sex.

Abbreviations

ADA	Americans with Disabilities Act
CAL EPA	California Environmental Protection Agency
CCR	California Code of Regulations
DVBE	Disabled Veteran Business Enterprise
EPA	Environmental Protection Agency (Federal Government)
GC	Government Code
CalRecycle	Department of Resources Recycling & Recovery
PCC	Public Contract Code
IFB	Invitation for Bid
SB	Small Business
SOW	Scope of Work
OSDS	The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS)

Agreement

The written agreement covering performance of the work and furnishing of labor, materials, tools, and equipment in providing the work. The Agreement shall include the IFB, Bid, general and specific terms and conditions, Work Orders, and supplemental agreements which may be required to complete the work in a substantial and acceptable manner.

CalRecycle Staff

Staff of the Department of Resources Recycling and Recovery involved in the implementation of this contract or representatives of Consultant to the Department of Resources Recycling and Recovery as designated in the Work Orders.

Consultant

The person or persons, firm, partnership, corporation, or combination thereof, which may enter into this Agreement with CalRecycle to provide work pursuant to this IFB or his or their legal representatives

Contract

A legally binding agreement between the state & another entity, public or private, for the provision of goods or services

Contract Manager

A person designated by the responsible state agency or department to manage performance under a contract.

Contractor

A party contracting with the awarding agency. Vendor is often used synonymously with contractor.

Director

The Director of CalRecycle, or his/her designees. Any references to Executive Officer shall mean the Director and/or designated officer.

Disabled Veteran Business Enterprise (DVBE Certified)

A business that meets all of the following criteria: (1) at least 51% of the business is owned by one or more disabled veterans or, in a business whose stock is publicly held, at least 51% or more of the stockholders are disabled veterans (2) the management and control of the business are exercised by one or more disabled veterans; (3) the business is domestically owned and its home office is in the United States; and (4) the business has been certified as a DVBE by the State of California, Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS).

Legal Holiday

Those days designated as State holidays in the Government Code.

Project Manager

Contractor's representative for all work performed under this Agreement. All official correspondence, reports, submittals, billings, and other work done under this Agreement shall be reviewed and signed by the Project Manager prior to submittal to CalRecycle.

Scope of Work

The description of work required of a contractor by the awarding agency.

Small Business (Certified)

A business that has been certified by the Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Services (OSDS), as a small business as defined in GC 14837 and 2 CCR 1896.

State

The State of California.

State Contract Law

The Public Contract Code and other applicable laws that form and constitute a part of the provisions of this Agreement to the same extent as if set forth herein in full.

Subcontractor

A person or entity which contracts with the Contractor to perform all or a portion of the work as specified in the Scope of Work.

Attachments

Bid Sheet

Laboratory Services for the Cleanup, Closure and Financial Assurances Division DRR12032

Complete this form and submit the original in accordance with the requirements of this IFB.

Contractor/Company Name: _____

Complete this form and submit the original in accordance with this IFB.

Test methods listed below are for evaluation purposes only. Each bid submittal package should include a complete price list for the test methods and services listed in the Invitation For Bid document for both standard (7 business days) and urgent (24 hours) sample turnaround times.

Rating Criteria for Evaluating Environmental Services Bid Submittals

	Unit Cost**	Factor	(Unit Cost) x (Factor)
<u>Gas Analyses</u> (standard turnaround time)			
Fixed Gases (ASTM D-1945)	_____	0.214	_____
Methane	_____	0.214	_____
Total Organics (EPA TO-15)	_____	0.214	_____
Carbon Speciation (EPA TO-3)	_____	0.079	_____
Hydrogen Sulfide (EPA 15 & 16)	_____	0.079	_____
<u>Gas Analyses</u> (urgent turnaround time)			
Fixed Gases (ASTM D-1945)	_____	0.054	_____
Methane	_____	0.054	_____
Total Organics (EPA TO-15)	_____	0.054	_____
Carbon Speciation (EPA TO-3)	_____	0.019	_____
Hydrogen Sulfide (EPA 15 & 16)	_____	0.019	_____
<u>Burn Ash, Solid Waste & Soil Analyses</u> (standard turnaround time)			
pH, Reactivity, Ignitability	_____	0.040	_____

Total CAM 17 Metals (EPA 6010) including extraction/digestion	_____	0.080	_____
Total CAM 5 Metals (EPA 6010) including extraction/digestion	_____	0.080	_____
TCLP RCRA Metals (EPA 1311) including extraction/digestion	_____	0.060	_____
STLC CAM 17 Metals (EPA 6010) including extraction/digestion	_____	0.080	_____
STLC CAM 5 Metals (EPA 6010) including extraction/digestion	_____	0.080	_____
DI-WET, WET (EPA 6010, 22 CCR) including extraction/digestion	_____	0.080	_____
Organochlorine Pesticides/PCBs (EPA 608/8082)	_____	0.060	_____

**Unit
Cost****

Factor

**(Unit Cost) x
(Factor)**

Burn Ash, Solid Waste & Soil Analyses (standard turnaround time)
*continued from previous
page*

Carbon Chain Breakdown C6-C44 (EPA)	_____	0.060	_____
Semivolatile Organic Compounds (SVOCs) PAH/PNAs only (EPA 8270)	_____	0.060	_____
SVOCs Full List (EPA 8270)	_____	0.040	_____
Dioxins/Furans (EPA 8280A)	_____	0.080	_____

Burn Ash, Solid Waste & Soil Analyses (urgent turnaround time)

pH, Reactivity, Ignitability	_____	0.010	_____
Total CAM 17 Metals (EPA 6010) including extraction/digestion	_____	0.020	_____
Total CAM 5 Metals (EPA 6010) including extraction/digestion	_____	0.020	_____
TCLP RCRA Metals (EPA 1311) including extraction/digestion	_____	0.015	_____
STLC CAM 17 Metals (EPA 6010) including extraction/digestion	_____	0.020	_____
STLC CAM 5 Metals (EPA 6010) including extraction/digestion	_____	0.020	_____
DI-WET, WET (EPA 6010, 22 CCR) including extraction/digestion	_____	0.020	_____
Organochlorine Pesticides/PCBs (EPA 608/8082)	_____	0.015	_____
Carbon Chain Breakdown C6-C44 (EPA)	_____	0.015	_____
Semivolatile Organic Compounds (SVOCs) PAH/PNAs only (EPA 8270)	_____	0.015	_____

SVOCs Full List (EPA 8270)	_____	0.010	_____
Dioxins/Furans (EPA 8280A)	_____	0.020	_____
		Total	\$ _____

Note: Reusable sample containers must be certified clean for at least one container for every five (5) supplied for each sampling event.

** Unit cost for both urgent and for regular turnaround times must include all additional costs including, but not limited to, those which may result from using a subcontracted laboratory, shipping costs, delivery/courier costs, costs of sampling equipment (thermometers, vacuum gauges, impingers, air sampling pumps, critical flow orifices, containers, specialized containers, etc.), costs of unused equipment, and any other costs.

Small Business/Disabled Veteran Business Enterprises (DVBE) Participation Summary

MARK ONE FOR EACH FIRM USED			NAME OF FIRM	NATURE OF WORK	TOTAL AMOUNT OF WORK (Mark one for each firm used)		IS CERTIFICATION FORM ATTACHED?
PRIME BIDDER	SUBCON-TRACTOR	SUPPLIER			SMALL	DVBE	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	

The appropriate certification letter issued by the Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS) can be attached for each Small and DVBE business identified.

Darfur Contracting Act

Pursuant to Public Contract Code section 10478, if a bidder or proposer currently or within the previous three years has had business activities or other operations outside of the United States, it must certify that it is not a "scrutinized" company as defined in Public Contract Code section 10476.

Therefore, to be eligible to submit a bid or proposal, please complete only one of the following three paragraphs (via initials for Paragraph # 1 or Paragraph # 2, or via initials and certification for Paragraph # 3):

1. _____ We do not currently have, or we have not had within the previous
Initials three years, business activities or other operations outside of the United States.

OR

2. _____ We are a scrutinized company as defined in Public Contract Code
Initials section 10476, but we have received written permission from the Department of General Services (DGS) to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

OR

3. _____ We currently have, or we have had within the previous three years,
Initials business activities or other operations outside of the United States,
+ certification but we certify below that we are not a scrutinized company
below as defined in Public Contract Code section 10476.

CERTIFICATION For # 3.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective proposer/bidder to the clause listed above in # 3. This certification is made under the laws of the State of California.

<i>Proposer/Bidder Firm Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	

YOUR BID OR PROPOSAL WILL BE DISQUALIFIED UNLESS YOUR BID OR PROPOSAL INCLUDES THIS FORM WITH EITHER PARAGRAPH # 1 OR # 2 INITIALED OR PARAGRAPH # 3 INITIALED AND CERTIFIED.

STATE OF CALIFORNIA
Department of Resources Recycling & Recovery
CALRECYCLE 74C (Revised 1/10 for Contracts)

To be completed by Contractor	
Name of Contractor:	
Contract #::	Work Order #:

Recycled-Content Certification

☐ Check this box if no products, materials, goods, or supplies were purchased with contract dollars and submit to your CalRecycle **Contract Manager**.

This form may be completed by contractor, vendor, bidder, buyer, state-contracting officer, or state purchasing agent. The form must be completed and returned to CalRecycle with a row completed for each product purchased with contract dollars. Attach additional sheets if necessary. Information must be included, even if the product does not contain recycled-content material. Product labels, catalog/website descriptions, or bid specifications may be attached to this form as a method of providing that information.

Contractor's Name _____ Date _____
Address _____ Phone _____
Fax _____ E-mail _____ Web site _____

Product Manufacturer	Product Description / Brand	Purchase Amount (\$)	¹ Percent Postconsumer Material	² SABRC Product Category Code	Meets SABRC

Public Contract Code sections 12205 (a) (1) (2) (3) (b) (1) (2) (3) 10233

I certify that the above information is true. I further certify that these environmental claims for recycled content regarding these products are consistent with the Federal Trade Commission's Environmental Marketing Guidelines in accordance with PCC 12205.

Print name _____ Signature _____ Company _____ Date _____

(See footnotes on the back of this page.)

1. *Postconsumer material comes from products that were bought by consumers, used, then recycled. For example: a newspaper that has been purchased and read, next recycled, and then used to make another product would be postconsumer material.*

If the product does not fit into any of the product categories, enter "N/A." Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone

2. *Product category refers to one of the product categories listed below, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by weight, or volume.*

Note: For reused or refurbished products, there is no minimum content requirement.

For additional information visit www.calrecycle.ca.gov/BuyRecycled/.

Code	Description	Minimum content requirement
Product Categories (11)		
1	Paper Products - Recycled	30 percent postconsumer fiber, by fiber weight
2	Printing and Writing - Recycled	30 percent postconsumer fiber, by fiber weight
3	Compost, Co-compost, and Mulch - Recycled	80 percent recovered materials. i.e., material that would otherwise be normally disposed of in a landfill
4	Glass - Recycled	10 percent postconsumer, by weight
5	Rerefined Lubricating Oil - Recycled	70 percent re-refined base oil
6a	Plastic - Recycled	10 percent postconsumer, by weight
6b	Printer or duplication cartridges	a. Have 10 percent postconsumer material, or b. Are purchased as remanufactured, or c. Are backed by a vendor-offered program that will take back the printer cartridges after their useful life and ensure that the cartridges are recycled and comply with the definition of recycled as set forth in Section 12156 of the Public Contract Code.
7	Paint - Recycled	50 percent postconsumer paint (exceptions when 50 % postconsumer content is not available or is restricted by a local air quality management district, then 10% postconsumer content may be substituted)
8	Antifreeze - Recycled	70 percent postconsumer material
9	Retreated Tires - Recycled	Use existing casing that has undergone retreading or recapping process in accordance with Public Resource Code (commencing with section 42400).
10	Tire- Derived - Recycled	50 percent postconsumer tires
11	Metals - Recycled	10 percent postconsumer, by weight

Bid Completion Checklist

Please use this checklist to assist in the preparation of your Bid package to ensure that all required items are included.

-
- | | |
|--------------------------|---|
| <input type="checkbox"/> | Cover Letter with contact information and statements as required in the IFB. |
| <input type="checkbox"/> | Organizational information and Personnel Information (Resumes) |
| <input type="checkbox"/> | Cost Bid Sheet |
| <input type="checkbox"/> | Samples of Written Work |
| <input type="checkbox"/> | Client References |
| <input type="checkbox"/> | Copy of Required License(s) (Secretary of State) |
| <input type="checkbox"/> | Contractor Status Form |
| <input type="checkbox"/> | Small Business/Disabled Veteran Business Enterprise (DVBE) Participation Summary <i><u>Form must be submitted even if participation levels are zero (write zero participation on form).</u></i> |
| <input type="checkbox"/> | Darfur Contracting Act Certification |
-

The following number of BID packages must be submitted as the Contractor's response to this IFB:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | One (1) unbound reproducible original Bid package marked "Original" (Do not include bid sheet in this copy). |
| <input type="checkbox"/> | One (1) Electronic copy of Bid Package in Adobe Acrobat format (Do not include bid sheet in this copy). |
| <input type="checkbox"/> | One complete, signed bid sheet in a separate sealed envelope marked "Bid – Do Not Open". |
-

The following form is only required upon submittal as applicable pursuant to the provisions outlined in Section II, Rules and Conditions:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Certification of Enterprise Zone Act Preference |
| <input type="checkbox"/> | Certification of Target Area Contract Preference Act |
| <input type="checkbox"/> | Certification of Local Military Base Recovery Area Act Preference |
-

The following forms are not required at the time of the Bid submission but will be required by the successful contractor during the contract period:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Recycled Content Certification (Attachment D) |
| <input type="checkbox"/> | Payee Data Record (Standard Form 204) |
-

Please note that if any of the items are missing from the Bid package, the package will be considered incomplete and will be disqualified from the process.

Contractor Status Form

Contractor's Name: _____ County: _____

Address: _____ Phone Number: _____

Federal Employer Identification Number: _____ Fax Number: _____

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS

☐ Individual ☐ Limited Partnership ☐ General Partnership ☐ Corporation ☐ Other

If Individual or sole proprietorship, state the true name of sole proprietor: _____

If a Limited or General Partnership, list each partner and state their true name and interest in the partnership:

If a Corporation, state place and date of incorporation: _____

President: _____ Vice President: _____

Secretary: _____ Treasurer: _____

Other Officer: _____ Other Officer: _____

Provide explanation if claiming Other:

SMALL BUSINESS PREFERENCE

Are you claiming preference for small/micro business?

☐ YES – Attach approval letter from Office of Small Business Certification and Resources
☐ NO

Are you claiming preference for DVBE?

☐ YES – Attach approval letter from Office of Small Business Certification and Resources
☐ NO

NOTE: THIS FORM MUST BE COMPLETED OR YOUR BID MAY BE REJECTED

Client References

List at least three (3) client references that can attest to the Bidder's qualifications to fulfill the requirements of the Scope of Work. List the most recent first. Client references must also be provided for any subcontractors identified in the Bidder's response. Duplicate and attach additional pages as necessary.

BIDDER / SUBCONTRACTOR'S NAME:**REFERENCE 1**

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

REFERENCE 2

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

REFERENCE 3

Name of Firm

Street Address

City

State

Zip Code

Contact Person

Telephone Number

Dates of Service

Cost of Service

Brief Description of Service Provided

If three references cannot be provided, explain why:

**Bidder's Conference Participation
NOTIFICATION FORM**

All contractors interested in participating in the teleconference must notify the contact person for this IFB by 5:00 p.m. on November 6, 2012 by submitting this form. The completed notification shall be faxed, e-mailed or mailed to:

Wendy Roberson, Contract Analyst
916.341-6120--phone
916.319-7518--fax
contracts@calrecycle.ca.gov

Failure to provide this notification by the specified date and time, or failure to include the necessary information will result in the contractor being restricted from participating in the teleconference.

Company Name _____

Contact Person _____

Company Address _____

Telephone Number _____

E-mail Address _____

The undersigned hereby authorizes the above named company representative to participate in the teleconference for this IFB.

Authorized Signature

Date